

Department of Professional and Financial Regulation
Office of Professional & Occupational Regulation
Maine Board of Accountancy
35 State House Station
Augusta, ME 04333
207/624-8672
Email: accountancy.board@maine.gov

VERIFICATION OF WORK EXPERIENCE BY A LICENSED CERTIFIED PUBLIC ACCOUNTANT
(To be completed by the Certified Public Accountant providing supervision to applicant)

Applicant Information

Name of Applicant:
Mailing Address:
Social Security Number:

Firm/Company Information

Name of Firm/Company:	License # and State/Jurisdiction (if applicable):
Business Address:	
Date of Supervision by the Undersigned: From: To:	Employment was: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (173 hours = 1 month) Number of Part-Time Hours:
Give a detailed description of the employee's duties while under your employment. Maine Law requires that the applicant's experience must be earned in the employment of a licensed public accounting firm, unless the Maine Board of Accountancy determines non-public accounting experience is substantially equivalent to the experience required while in the employment of a licensed public accounting firm. Maine Law requires that the applicant's experience must include the use of accounting or auditing skills, including the issuance of reports on financial statements, and at least one of the following: the provision of management advisory, financial advisory or consulting services; the preparation of tax returns; the furnishing of advice on tax matters; or equivalent activities defined by the Board.	
Description of Employee's Duties:	

Signature of Certified Public Accountant:	State Licensed:	License #
Printed Name:	Date:	